

## **California High School Proficiency Exam (CHSPE) Requests for Records**

Results of individuals who have taken the California High School Proficiency Exam (CHSPE) may be provided in three different record formats:

- **Certificate of Proficiency** – Issued on behalf of individuals who passed the CHSPE. This is an official certificate suitable for framing.
- **Transcript** – A letter that indicates the individual did or did not pass the CHSPE.
- **Fax Verification** – Like the transcript, this is a document that indicates the individual did or did not pass the CHSPE.

No individual profiles, numerical scores, or other comparative test results are provided; test results are reported as "pass" or "not pass" only.

A record will be released only if the examinee does not owe any money to the California Department of Education (CDE) for taking the CHSPE and pays the necessary fee for the record.

Requests for CHSPE records from previous administrations must include your signature because your test results are confidential. CDE requires your signature for release of your records to yourself or to anyone else, including but not limited to family members, employers, colleges, or military recruiters. Results are never provided over the telephone or via email.

**To obtain a copy of your record**, you must submit a copy of a photo ID that includes your signature along with a written request stating your full name (at the time you took the exam), date of birth, approximate date of exam, name to whom the record is to be sent, address, and daytime telephone number. If the request for a copy of your record is from a potential employer, military recruiter, college or other institution, the request must also include your permission for the release of your records.

If requesting fax verification, provide the fax number to which the request is to be sent. CDE is unable to accept requests received via email, fax, or telephone or walk-in requests.

Fees are as follows:

- Certificate of Proficiency - \$25
  - Transcript - \$15
  - Fax verification – no charge
  - Expedited processing of request (sent within three working days) - \$10
- Note: Expedited mail may only be sent to a street address in the United States. We are not able to send expedited mail to Post Office Boxes or Military Post Boxes.

Please make your money order or cashier's check payable to the California Department of Education. CDE will not accept cash, personal checks, credit cards or ATM payments.

Your request and payment should be sent to:

CHSPE Records  
California Department of Education  
1430 N Street, Suite 5408  
Sacramento, CA 95814

**Don't forget to sign your request and include a copy of a photo ID.**

If you have further questions regarding your CHSPE records, please call (916) 445-8420 or send an email message to [chspe@cde.ca.gov](mailto:chspe@cde.ca.gov).